



**DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

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| Policy No.: DOC 5.1.2 | Subject: OFFENDER PAY |
| Chapter 5: OFFENDER PROGRAMS | Page 1 of 2 |
| Section 1: Work Programs | Revision Date: |
| Signature: /s/ by Director Rick Day 11/17/97 | Effective Date: April 1, 1998 |

I. POLICY:

It is the policy of the Department of Corrections to provide pay for offenders with approved assignments.
Offender pay shall be administered in an equitable and consistent manner.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of the Department of Corrections.
53-1-301, MCA. Institutional Industries.
53-1-304, MCA. Supervision of Prison Industries.
53-3-131, MCA. Prison Industries Training.

III. DEFINITIONS:

None.

IV. PROCEDURE:

Each Division, Facility or Program will develop an offender pay policy. The Warden/ Superintendent or Program Manager will identify in the annual budget allocations for offender pay.

1. Local policy will identify the job title, duties, and responsibilities for each offender position.
2. Rate of pay may be based on job complexity, custody level, and level of responsibility. Unpaid positions may also be established.
3. Job standards will be established for work performance and will be made available to supervisors, staff, and offenders. These standards will delineate levels of performance, accomplishments, goals and objectives, and will identify the pay grade associated with each job.
4. Work performance evaluations will be conducted on a monthly basis and criteria that may be considered include:
 - C grade reports for offenders in education and training assignments;
 - C demonstrated skills and knowledge;

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- C observed work habits;
- C attitude toward fellow offenders and staff;
- C quality of work;
- C quantity of work;
- C care and use of equipment;
- C learning ability and adaptability to new procedures; and
- C general comments from supervisor.

A. Pay Periods

Consistent pay periods will be established to allow the offender to establish a financial plan. Offenders will be eligible for pay on the date of assignment. Retroactive pay is not permitted. Offenders will be paid only for the time worked, except where a program/facility has established a system of earned job leave time (which may not exceed one day per month).

B. Pay Processing

At the end of each pay period, each work supervisor will prepare a payroll for all authorized workers and forward it to the Program Manager or immediate supervisor for review and approval. The approved payroll will then be forwarded to the appropriate accounting function for credit to the offender's account.

C. Accrued Pay

Accrued pay for offenders who are released will be provided at the time of release, if possible. If not possible, pay will be forwarded to the offender within 15 days after the end of the month in which the release occurred.

D. Offender Accident Compensation

Offender workers assigned to a certified industries program contribute to the state workers compensation fund pursuant to 53-30-132, MCA.

E. Juvenile Correctional Facilities/Programs

Juvenile correctional facilities/programs may establish an allowance system based upon an earned privilege program and or a token economy system.

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V. **CLOSING:** Questions concerning this policy shall be directed to the immediate supervisor or program manager.